



**SPOKANE COUNTY**  
invites applications for the position of:

## **Forensic Lead Specialist (Civil Service)**

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<b>SALARY:</b>	\$28.35 - \$31.32 Hourly \$4,913.46 - \$5,429.53 Monthly \$58,961.55 - \$65,154.34 Annually
<b>OPENING DATE:</b>	07/29/15
<b>CLOSING DATE:</b>	09/11/15 04:00 PM
<b>DEPARTMENT:</b>	Sheriff

### **JOB SUMMARY:**

The Forensic Lead Specialist is responsible for training and technical knowledge within the Forensic Unit. This also includes training others at crime scenes and in the laboratory on a variety of skills including evidence processing, fingerprint comparison, photography, and other areas.

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### **REQUIRED ADDITIONAL DOCUMENTS (MUST BE UPLOADED WITH APPLICATION):**

-**Copy of current driver's license** (MUST be uploaded with your application)

-**Copy of International Association for Identification (IAI) Certified Latent Print Examiner certificate or card.** (MUST be uploaded with your application)

-**Validated copy of an official typing test** score administered within the last 90 days (must be uploaded with your application). Net score must be at least 30 WPM, after adjustment for errors. *\*\*We cannot accept self-tests completed on the Internet. Most temporary employment agencies offer validated typing tests. You may want to contact the agencies to confirm that they offer validated typing tests and whether or not they charge a fee.* (MUST be uploaded with your application)

-**Sealed official transcripts** from the school of your highest level of education (All transcripts must be sealed official copies. They cannot be uploaded with your application. Transcripts must be received in our office by the testing date.) Transcripts may be sent to: Spokane County Civil Service: 1229 W. Mallon Ave., Spokane, WA 99260.

-**DD-214 - Member Form 4** (upload with application), if applicable (See RCW 41.04.010 as to how Veteran's Preference is applied.)

-**Copies of Training Certificates** applicable to the position (only if applicant possesses any certificates)

*Resumes are not accepted.*

### **APPLICATIONS WITHOUT THE REQUIRED DOCUMENTS ATTACHED WILL NOT BE ACCEPTED.**

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### **TESTING DATES:**

-Written Exam: **Tuesday, September 29, 2015**

-Oral Board Interviews: **Will begin on the afternoon of Tuesday, September 29, 2015 (September 30th if needed). Individual oral board times will be assigned after the closing date.**

**EXAMPLES OF DUTIES:**

Provide training for personnel in the processing of latent fingerprints; crime scene processing with all types of evidence, liaison with forensic disciplines of firearms, trace and biochemistry, record production levels and compile accuracy records.

Provide instruction to Forensic Specialists on latent print, palm print and ten print training for automated search in ABIS.

Verify and peer review friction ridge examinations and ABIS completed cases made by Forensic Specialist.

Provide or supervise and document instruction to prepare photographic line-ups using Video Mugshot System and Digital Imaging System.

Provide or supervise and document training for Forensic Technicians in the digital photo lab.

Provide or supervise and document training for Sheriff's Technical Assistants in use of livescan and ink systems for taking fingerprints and filing procedures.

Provide training for Washington State Criminal Justice Basic Law Enforcement Academy, in-service law enforcement, Scope Volunteers, and outside agencies in fingerprint processing, photography and evidence/crime scene processing.

Research and development of training for new developments in the Forensic field.

Provide training for Forensic Specialists and Forensic Technicians in chemical hazards and blood borne pathogen safety and is liaison with Risk Management.

Develop, update and archive policies and procedures as assigned by Forensic Unit Manager.

Prepare accurate documentation and reports for law enforcement agencies.

Required to be available for evening and weekend call outs.

Perform related duties as assigned.

**MINIMUM REQUIREMENTS:**

At least 21 years of age and a citizen of the United States who can read and write the English language. Vision correctable to 20/20 with normal color vision and hearing correctable to normal ranges. Must possess a valid motor vehicle operator's license at date of hire and throughout employment.

Five years experience as Spokane County Forensic Specialist or other agency equivalent performing forensic duties to include crime scene processing and having qualified in a court of law as an expert as it relates to the recovery and comparison of fingerprints.

Must be an International Association for Identification (IAI) Certified Latent Print Examiner and an approved operator of the Automated Biometric Identification System (ABIS).

**EDUCATION:**

Successful completion of Bachelor's degree with major studies in forensic science, criminal justice or other areas having close bearing on police supervision. This degree requirement is not intended to apply to friction ridge examiners who are already trained to competency.

Education in accordance with Scientific Working Group on Friction Ridge Analysis, Study and Technology (SWGFAST) Minimum Qualifications for Latent Print Examiner Trainee guidelines.

**TRAINING AND EXPERIENCE:**

Experience as Spokane County Forensic Specialist or like position.

**SELECTION FACTORS:**

Extensive knowledge of:

- Modern principles and methods in fingerprint classification
- Equipment, materials and techniques used in processing and documentation of latent fingerprints
- Analysis of latent fingerprints
- Comparing, documenting and making correct conclusions using single, partial and distorted friction ridge latent prints and tenprints

Considerable knowledge of:

- Equipment and materials used in fingerprint photograph
- Digital photography
- Equipment, input and friction ridge examinations using ABIS
- Equipment, techniques and operation of a Digital Imaging System including Adobe Photoshop
- Courtroom procedures and rules of evidence with reference to fingerprints

Skilled in:

- Communicating effectively, both orally and in writing
- Writing clear, accurate and concise reports
- Testifying effectively as an established expert fingerprint witness in court

Ability to:

- Establish and maintain accurate records
- Develop, plan, design and conduct training for Forensic Unit personnel and for personnel using the section services
- Verify all friction ridge examinations made by Forensic Specialists
- Establish and maintain effective working relationships with law enforcement personnel, co-workers, and representatives of other agencies, attorneys and the general public
- Perform duties of Forensic Technician and Forensic Specialist

Successful completion of (preferred):

- Advanced Latent Fingerprint course
- Crime Scene course
- Palmprint Examination course
- Photography course
- International Association for Identification (IAI) Crime Scene Investigator (CCSI) Certification test
- Instructor Development Course
- Digital Image Course
- Washington State Criminal Justice Training Commission Certification